

## **Town of Hamden - Library Board Minutes of September 5, 2012**

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**Attendance:** Jan Glover, Christine Esposito, Irene Fiss, Evelyn Hatkin and Theresa Marchant-Shapiro. **Also in attendance:** Acting Library Director, Nancy McNicol.

**Call to Order:** J. Glover opened the meeting at 7:06 p.m.

**Approval of Minutes:** J. Glover requested a motion to approve the minutes for the meetings held July 11, and August 15, 2012. It was noted the error in Jan Glover's first name in the July minutes. E. Hatkin made the motion to approve the minutes of the July 11, 2012 meeting as amended. I. Fiss seconded the motion. All were in favor.

It was noted the misspelling of Ms. Hatkin's name in the minutes of the August meeting. E. Hatkin made the motion to approve the minutes of the August 15, 2012 meeting as amended. T. Marchant-Shapiro seconded the motion. All were in favor.

T. Marchant-Shapiro made the motion to table the approval of the August 28, 2012 minutes. C. Esposito seconded the motion. All were in favor.

**Correspondence:** N. McNicol shared the correspondence with the Library Board. A resident from New Haven addressed a few issues with the services at the Miller Library. T. Marchant-Shapiro made the motion for Ms. McNicol to write a reply to the patron. C. Esposito seconded the motion. All were in favor.

**Public Media:** L. Brundage reported the Friends of the Library have recently met and the attendance has been discouraging, but the monetary support has been strong. They will continue to hold the book sales, which has been a great success.

The volunteers assisting with the bookstore have been good. The Library Board appreciates all of the support the Friends bring to the Hamden libraries. The newsletter has moved too slowly, the coordinator has not been present to the meetings and is currently on hold. Friends is looking to hold a guest speaker; Joe Castiglione, a past supporter of the organization, for an upcoming guest series.

Three library staff attended the meeting to speak and comment about the proposed new hours of the library. There are concerns about the hours and the impact to some of the staff. With the three recent retirements, there still remains the issue that it should not be ignored to not replace the positions. It also creates a morale issue, not to speak of the extra time to do someone else's work. The learning of the work still exists.

The Hamden Library Board would like the new director of the library to get acclimated and see what recommendations will be made. The Hamden Library Board cannot really make the changes to the library positions.

The Hamden Library Board has paid close attention to the hours of the library. During the last episode of the bed bugs problem, the Board did not want to close the library, and they assured the staff that they support the staff, not abandoning them. The Board has held and attended several meetings over the last seven months for the benefit of the Library and it has been challenging for all.

Ms. Fiss suggested the Hamden Library Board submit a letter to the Library staff.

**Old Business:** The **library budget for 2012-13** was reviewed. Ms. McNicol gave an overview of a number of transactions and changes to the current budget.

**Library Director Search**—T. Marchant-Shapiro recapped the meeting held with the legislative council regarding the Library Director's salary. I. Fiss made the motion to appoint candidate Marion Amodeo to the position of Library Director for the Town of Hamden. T. Marchant-Shapiro seconded the motion. All were in favor. No one opposed and no abstentions. The Library Board reviewed the letter of appointment. Ms. Glover will send the letter to Ms. Amodeo.

A schedule of the orientation and reception will be held the week of September 24<sup>th</sup>. There will be publicity announcing Ms. Amodeo as our Library Director.

**Meeting Room Policy**—Ms. Glover requested a motion to table this topic until a later meeting. I. Fiss made the motion to table this matter until the next meeting. E. Hatkin seconded the motion. All were in favor.

**Staffing Issues**—N. McNicol and Ms. Amodeo spoke to Personnel and the Mayor's office regarding the staffing issues. Someone maybe hired per diem or on a contractual basis to evaluate and determine the work responsibilities of the Library Business Manager. The responsibility of the transfer of money was addressed and a new procedure was put in place. This position is still on the table regarding the replacement in hiring of this position. N. McNicol is working out the details of the responsibilities that need to be addressed each day.

Ms. McNicol noted she has met with Personnel regarding a few complaints.

T. Marchant-Shapiro made the motion to ask the Hamden Library Board to attend the staff meeting. After a discussion, the Board decided to hold off until the new director begins to working at the Library.

Ms. Fiss asked to submit a letter to staff indicating the Board's support to the entire library staff. A draft will be submitted before J. Glover submits to the staff.

E. Hatkin tabled the Summer Reading Report from the Q.U. Fellow and the Young Adult Survey Report. C. Esposito seconded the motion. All were in favor.

**Interim Hamden Library Director's Report:** The Library Board reviewed Ms. McNicol's report. Everyone appreciated Ms. McNicol's time and support carrying out the responsibilities as Acting Library Director.

**New Business:** Nothing to report.

**Executive Session:** Nothing to report.

**Adjournment:** With nothing further to discuss, E. Hatkin made the motion to adjourn the meeting at 8:20 p.m. C. Esposito seconded the motion. All were in favor.

**Next Meeting:** A regular meeting of the Library Board will be held October 3, 2012 at 7:00 p.m.

Respectfully submitted,

*Patrice A. LeMoine*

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Clerk of the Commission